

# *Recordkeeping of Occupational Injuries & Illnesses*

## *1 Who Should Attend . . .*

This program is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs.
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work.
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA).

## *2 MIOSHA Training Institute*

Macomb Community College and the State of Michigan have formed an alliance to jointly reach out, educate and assist the state's employers and employee's to improve and advance workplace safety and health. The MIOSHA Training Institute is establishing a specific core curriculum, along with individual courses on a variety of safety and health topics. MIOSHA personnel, Macomb's Workforce Development Institute at M-TEC and the Public Service Institute at Macomb's Emergency Services Training Center will administer the MIOSHA Training.

## *3 What You'll Learn . . .*

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the "recordability" of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the OSHA 300 log, 301 and 300A forms. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies within their Standard Industrial Classification (SIC) or the new North American Industrial Classification System (NAICS).

### **Agenda**

*We offer a flexible  
program agenda  
to emphasize the  
health and safety  
topics you  
want most.*

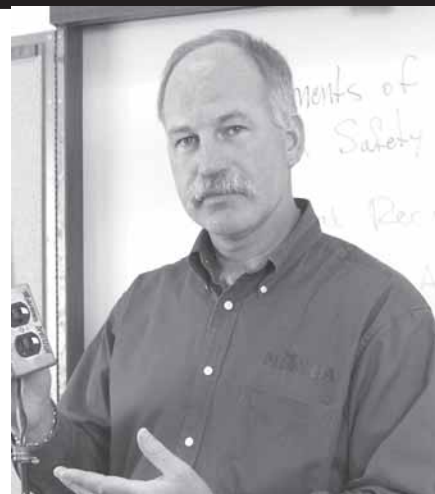
- ▶ Mechanics of Recordkeeping
- ▶ Location, Retention and Maintenance of Records
- ▶ Review Procedures for Completing Forms 300, 300A, and 301
- ▶ Employer Decision Making

All meetings are accessible and barrier free. Please contact the cosponsor or CET Division, at least two weeks in advance, to request necessary accommodations.

# Facilitator

Lee Jay Kueppers was appointed to MIOSHA in 1987 and joined the Consultation Education and Training Division in 1998 after serving more than 10 years as a general industry compliance officer. Prior to his appointment to MIOSHA Lee Jay was employed by Ford Motor Company and worked as a full-time fire fighter/ EMT in New Mexico. Lee Jay continues his interest in fire fighting by serving as an on-call firefighter/EMT with the Washington Township Fire Department as well as teaching fire science part-time at Macomb Community College. He is a state certified fire instructor.

Lee Jay has a bachelor's degree in Industrial Safety and Fire Science from the University of Maryland and an Associate's degree in Fire Science from Macomb Community College. He performs his consultation services for employer/ employees in Bay, Tuscola, Huron, Lapeer, Sanilac and portions of Macomb Counties.



**Lee Jay Kueppers**

*Occupational Safety Consultant,  
MIOSHA, CET Division*

## Program Details

DATE:	December 14, 2006	TIME:	Check-in - 8:30 a.m. Program - 9:00 a.m. to 12:00 p.m.
LOCATION:	M-TEC Macomb Community College 7900 Tank Avenue (Van Dyke and 11½ Mile) Warren, Michigan 48092	DEADLINE:	Register by December 11, 2006 Please register early!
COST:	\$50 per person. Includes course materials. CEU's Available	CONTACT:	Staff - 586.498.4100 or spagnuolol@macomb.edu

**COSPONSOR: M-TEC Macomb Community College**

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

## How to Register

Recordkeeping of Occupational  
Injuries and Illnesses

Complete information at right  
to register by . . .

- **Phone:** 586.498.4100
- **Fax:** 586.498.4101
- **Email:** spagnuolol@macomb.edu
- **Mail:** M-TEC Macomb  
Community College  
7900 Tank Avenue  
Warren, MI 48092  
Attn: Staff

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number Attending: \_\_\_\_\_ @ \$50 = \$ \_\_\_\_\_  
Names of Additional Attendees: \_\_\_\_\_  
Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_  
VISA ☐ MC ☐ Disc ☐ Signature: \_\_\_\_\_

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your need known to this agency at least two weeks in advance.